



Amphi Middle School

Letter of Introduction-Writing

Name: _____

Teacher: Ms. Borga

	Criteria				Pts.
	4	3	2	1	
Position Statement	Position is clearly stated and consistently maintained. Clear references to the issue(s) are stated.	Position is clearly stated and consistently maintained. References to the issue(s) at hand are missing .	Position is stated, but is not maintained consistently throughout work.	Statement of position cannot be determined.	_____
Supporting Information	Evidence clearly supports the position; evidence is sufficient .	Evidence clearly supports the position; but there is not enough evidence .	Argument is supported by limited evidence .	Evidence is unrelated to argument.	_____
Organization	Structure of work is clearly developed.	Structure developed reasonably well, but lacks clarity .	Some attempt to structure the argument has been made, but the structure is poorly developed .	There is a total lack of structure.	_____
Tone Of Letter	Tone is consistent and enhances persuasiveness.	Tone enhances persuasiveness, but there are inconsistencies .	Tones does not contribute to persuasiveness.	Tone is inappropriate to purpose.	_____
Sentence Structure	Sentence structure is correct .	Sentence structure is generally correct. Some awkward sentences do appear.	Work contains structural weaknesses and grammatical errors .	Work pays little attention to proper sentence structure.	_____
Punctuation & Capitalization	Punctuation and capitalization are correct .	There is one error in punctuation and/or capitalization.	There are two or three errors in punctuation and/or capitalization.	There are four or more errors in punctuation and/or capitalization.	_____
				Total---->	_____